

Hayward Youth Commission Agenda

Monday, June 20, 2005

7:30 p.m. – 9:00 p.m.

*777 "B" Street at Watkins
Hayward City Hall, Room 2A*

1. Call to Order

7:30 p.m.

- a. Chair: Bonilla, Jr.; Recorder: Martin; Time-keeper: Serpa

2. Roll Call

3. Approval of Minutes

4. Public Comments

The Hayward Youth Commission Facilitator will recognize any member of the public that wishes to address the Hayward Youth Commission. The individual is allowed no more than three (3) minutes. The Hayward Youth Commission is unable to take any action on non-agencies items.

5. Old Business

7:45 p.m.

- a. Work Groups

Bonilla, Jr.

6. New Business

8:00 p.m.

- a. H.Y.C. Incentive Program
b. Meeting Specifics for July, August, & September
c. H.Y.C. Rules & Regulations
d. Bay Area Youth Commissioner Gala

Serpa

Lange

Daly

Martin

7. Announcements

8:40 p.m.

8. Next Meeting

8:50 p.m.

- a. Location
b. Agenda Items
c. Selection of Recorder and Timekeeper

9. Adjournment



Commissioners

Ray Bonilla, Jr.
Cal State East Bay

Mina Chan
Moreau Catholic High

Caitlin Daly
Moreau Catholic High

Shivani Gupta
Moreau Catholic High

Dandre Ignacio
Moreau Catholic High

Briauna Johnson
Moreau Catholic High

Desiree Keefer
Mt. Eden High

Stephanie-Jane Martin
Tennyson High

David M. Prentiss
Cal State East Bay

Jeffrey Serpa
Hayward High

Shaminder Singh
Tennyson High

Guiding Agencies:

Hayward Area
Recreation & Park
District

City of Hayward

Hayward Unified
School District

Meeting location is at City Hall, 777 "B" Street (corner of Watkins) on the second floor. There is some parking in the underground garage (entry on B Street, just past Watkins) in addition to the on-street parking spaces. Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request the accommodation by Friday morning prior to the Monday meeting by contacting the Hayward Youth Commission Advisor (Voice: 786-6075 x109 Fax: 786-6076 TDD: 538-4315).

HAYWARD YOUTH COMMISSION

MEETING MINUTES

May 16, 2005

City Hall, Room 2A



1. **Call to Order:**

Meeting Facilitated by: Chair Bonilla Jr.

Meeting Recorded by: Advisor Lange, Sean

Meeting Timekeeper: Commissioner Martin

Call to order: 7:35 p.m.

2. **Roll Call:**

Commissioners:

Bonilla, Ray Jr.	present	Keefer, Desiree	absent
Chan, Mina	present	Martin, Stephanie	present
Daly, Caitlin	present	Prentiss, David	present
Gupta, Shivani	absent	Serpa, Jeffrey	present
Ignacio, Dandre	absent	Singh, Shaminder	absent
Johnson, Briana	7:46 pm		

Advisors:

Toyryla, Suzanne	present	Hayward Unified School District
Lange, Sean	present	Hayward Area Recreation and Park District
Saad, Millie	present	City of Hayward

3. **Approval of Minutes:**

- Advisor Saad clarified that the correction to the Hayward Youth Commission recruitment flyer was due to the fact that "and live in the Hayward Area Recreation and Park District should not have been present as it is not part of the resolution that formed the Hayward Youth Commission."

ON A MOTION BY COMMISSIONER DALY, SECONDED BY COMMISSIONER MARTIN, THE MINUTES OF APRIL 18, 2005 WERE APPROVED BY UNANIMOUS VOTE.

4. **Public Comments:**

- None

5. **Old Business:**

A. **Work Group Reports**

- Public Relations: No meeting was held; no report
- Events: No meeting was held; no report
- Research & Information: Will comment under agenda item 5.b.
- Executive Committee / Budget:
 - Commissioner Bonilla Jr. requested clarification on the current finances of the Hayward Youth Commission. Advisor Saad provided the following information:
 - ✓ The operating budget of the Hayward Youth Commission consists of funds, contributed annual by the three agencies for a total of \$3,000.00 annual operation budget. This budget is for meeting expenses and other miscellaneous expenditures.
 - ✓ The "savings account" of the Hayward Youth Commission which was started thanks to the Hayward Coalition for Youth and the City of Hayward Police Department (asset forfeiture funds) is currently at \$5,600.00. These funds are to be use for projects that further the mission of the Hayward Youth Commission including, but not limited to the scholarships, special projects, and events like the Youth Summit of 2003.
 - Commissioner Bonilla Jr. suggested that one of the Commissioners keep an expenditure record of the operating budget and the savings account.

B. Volunteer Resource Guide

- Commissioner Chan reported that the guide is complete with the following exceptions:
 - The Scholarship Information
 - The back page that has no text
- Advisor Saad provided the necessary Scholarship Information: Dates will be April 1, 2005 – March 31, 2006.
- Advisor Lange states that the last page of the guide could be filled with a graphic to save time in tracking down additional information to be listed there.
- Advisor Toyryla will handle the printing of the guide. Printing costs will be passed along to the Hayward Youth Commission and be deducted from the 2004/2005 amount of \$1000.00 the Hayward Unified School District contributes to the Hayward Youth Commission annually, and the balance remitted to the Hayward Youth Commission operating budget (via the City).

C. Scholarship Information

- Advisor Saad reported:
 - The process has begun for the current Scholarship Applications. Applications have been turned in. The deadline is May 23, 2005.
 - Recipients will receive checks made to the institution and the recipient.
 - Paperwork for the matching Federal funds (\$500.00) will be completed.
 - Some of the schools have award ceremonies in June and have requested that a Hayward Youth Commission representative present the scholarship to the winning student.
 - Hayward High, Wednesday, June 1st (Advisor Saad & Commissioner Serpa)
 - Tennyson High, Thursday, June 2nd (Advisor Lange & Commissioner Bonilla Jr.)
 - Moreau High, Tuesday, May 24th (Advisor Saad & Commissioner Chan)

D. Resolution 92-277 (Hayward Youth Commission)

- Commissioner Daly reported that the process of revising the Resolution will no longer proceed.
- The Resolution states that the Hayward Youth Commission can adapt rules & regulations for how it will conduct regular business.
 - The suggested changes to the Resolution will be used to start a new document called “Rules & Procedures”.
 - Upcoming Hayward Youth Commission meetings will include this agenda item and allow time for all Commissioners to provide input and determine the best possible “Rules & Procedures” to facilitate regular meetings and Hayward Youth Commission business.

E. Hayward Youth Commission Recruitment Status

- Advisor Saad reported that there are over 10 candidates for the interview process.

F. Attendance Agreement (clarification)

- Advisor Lange reported that in February the Hayward Youth Commission successfully passed a motion that states: “A total of three (3) absences for any reason will result in constructive reassignment (removal from the HYC). A warning will be issued when a Commissioner has reached two (2) absences. If a Commissioner is tardy, and that tardy is equal to more than half of any meeting it recorded as an absence.” This will become effective in July 2005 and will remain effect and be counted July 1, 2005 – June 30, 2006.

6. New Business:

A. Meeting Requirements

- Advisor Saad reported that according to the City Clerk, the meeting that was held in March, without a quorum, counted as an official meeting. Any missed meeting is an absence.

B. Change in Regular Meeting Dates

- Advisor Lange said that as the lead advisor, the third Monday of each month was not going to work with his schedule. He asked that the meetings be moved, effective July 2005, to the first Monday of each month at 7:30 p.m.

- Advisor Saad will check and schedule the meeting room (2A) as available.

7. Announcements:

- Advisor Saad advised the Commissioners who were at the end of their terms to talk with the Office of the City Clerk to ensure that paperwork and eligibility were in order. (Commissioners specifically included: Bonilla Jr., Daly, Serpa, and Keefer)
- The Citizens Youth Academy held their graduation. Commissioner Bonilla, Jr. stated that the event was successful, well organized, and well attended. The ceremony was memorable and included tours, presentations, and the K-9 and SWAT units.

8. Next Meeting: June 20, 2005, 7:30 p.m. at City Hall

- Time Keeper: Commissioner Martin
- Recorder: Commissioner Serpa
- Agenda items for the next meeting
 - Old Business
 - Work Groups; Commissioner Bonilla Jr.
 - New Business
 - H.Y.C. Rules & Regulations; Commissioner Daly
 - Meeting Specifics for June, July, August, & September; Advisor Lange
 - Bay Area Youth Commissioner Gala; Commissioner Martin
 - H.Y.C. Incentive Program; Commissioner Serpa

9. Adjournment: 8:55 p.m.

Approved --/--/---- by -----